

BLANKET PURCHASE AGREEMENTS

BLANKET PURCHASE AGREEMENTS - THEY'RE NOT JUST FOR - SIMPLIFIED ACQUISITION PURCHASES

FEDERAL SUPPLY SCHEDULES BLANKET PURCHASE AGREEMENT

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts...". Let's look at the benefits of a BPA with a Federal Supply Schedule contractor today:

Setting up a BPA with a Federal Supply Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork.

In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum order limitation, agencies are no longer restricted by any dollar limitations when placing order under a BPA.

For large BPA's, agencies are empowered and encouraged to seek further price reductions.

With a Federal Supply schedule BPA you can order as much as you want, as little as you want and as often as you want. There is no better tool available to purchase than a Federal Supply Schedule BPA. Your flexibility and advantages are endless when you set up a BPA!

You can use a BPA as an ordering device that your field offices across the nation can participate in, allowing them to place orders directly. In doing so, your entire agency reaps the benefits of additional discounts negotiated into your own BPA!! In addition, you reduce the administrative burden of writing numerous purchase orders.

Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6. Teaming Arrangement may be incorporated into your BPA!

<p style="text-align: center;">SIMPLIFIED ACQUISITION PROCEDURES BLANKET PURCHASE AGREEMENTS</p>
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FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.

Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

All BPA's must contain certain information, such as:

**FEDERAL SUPPLY SCHEDULE :
BLANKET PURCHASE AGREEMENT**

**SIMPLIFIED ACQUISITION PROCEDURE
BLANKET PURCHASE AGREEMENT**

Description of agreement

Extend of obligation.

Prices have already been determined fair and reasonable. No further statement is required. Ordering offices may negotiate additional (individual agency) price reductions based on the dollar value of the BPA.

Purchase Limitation

There is no limit on individual purchase orders.

Listing of individuals authorized
to purchase under the BPA

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Delivery ticket.

Invoice.

All other **terms and conditions** are contained in the Federal Supply Schedule contract.

Description of agreement

Extend of obligation

Prices must be determined fair and reasonable.

Purchase Limitation:

Individual purchase orders are limited to the Simplified Acquisition Threshold

Listing of individuals authorized
to purchase under the BPA.

Delivery ticket.

Invoice.

Any additional **terms and conditions**.

SUGGESTED FORMAT

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act ____ (Agency) ____ and ____ (Contractor) ____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPA's eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures:

AGENCY

DATE

CONTRACTOR

DATE

VICTORY OVER RED TAPE

Revised 9/96

BPA NUMBER _____

CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

***SPECIAL BPA
DISCOUNT/PRICE**

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of contractor;
 - (b) Contract number;
 - (c) BPA number;
 - (d) Model number or National Stock Number (NSN);
 - (e) Purchase order number;
 - (f) Date of purchase;
 - (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

*** IMPORTANT** -- A new feature of the Federal Supply Schedule Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.